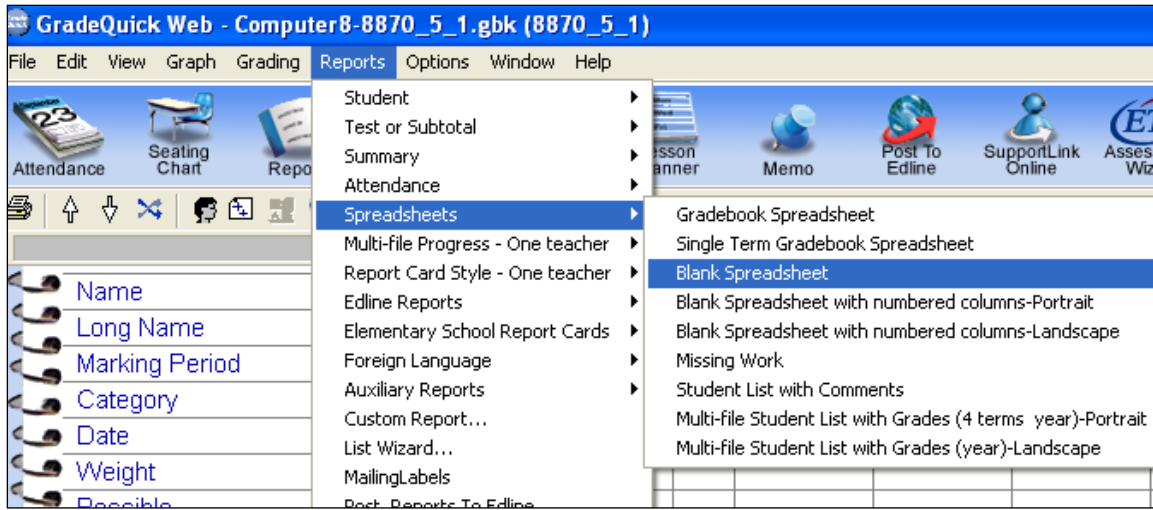


Print Class List using Blank Spreadsheet

1. Open Gradebook file for your desired class
2. Select Reports on the menu bar
3. Click Spreadsheets
4. Select Blank Spreadsheet

Can also try spreadsheets with numbered columns



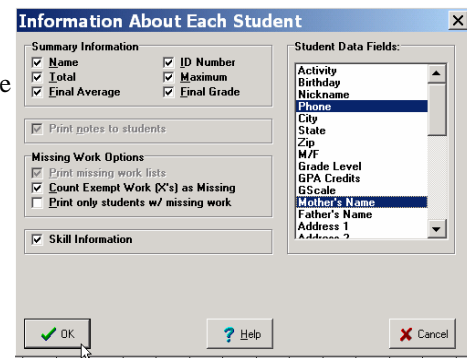
5. Print Preview of class list will appear

To select specific students

- Click the head icon on menu bar
- Dialog window will appear
- Click on desired students' names
- Click OK

To add student info to list:

- Click Students,
- Click Student Info.
- Click data fields to include
- Click OK



6. Click the printer icon on menu bar
7. Select appropriate printer
8. Click OK